

## Medicaid Administrative Activities (MAA)

### Position Descriptions and Duty Statements

MAA claiming requires that staff duty statements include the types of activities that support federal Title XIX funding, that is, activities that are part of 'outreach' to potential Medi-Cal eligibles and assistance in improving 'access' to Medi-Cal/Family PACT by eligible individuals. Please ensure that duty statements include federally reimbursable activities for any staff including federally reimbursable time on their time studies.

**Position descriptions and/or duty statements** for each classification of individuals performing MA activities must be retained by the grantee. The position descriptions and/or duty statement must contain language showing that the position descriptions and duties match the activities identified by MCAH/OFP for use by the TPP grantees.

Distinction between 'position description' and 'duty statement':

**A position description** is an official written document describing the necessary knowledge, skills, abilities, education, certification and minimum qualifications for a specific position classification, this is sometimes referred to as a 'classification specification'. The position description also defines the scope of work, the variety and complexity of general tasks performed by the employee, and the supervision exercised and/or received. The level and type of general tasks typically performed by the classification should be identified. An official and exact copy of the position description must be available upon request during a State and/or federal program audit.

**A duty statement** is an official written document describing the current duties and responsibilities assigned to a specific position. The duty statement should be consistent with the position description. Each duty statement should include:

- Position title;
- Civil service or Agency Classification;
- The program or claiming unit name;
- Percent full time equivalent (FTE) in TPP program(s) and percent FTE in other program(s) if applicable; and
- Actual job duties appropriate and specific to TPP:
  - Describing the reporting relationships and functions of the job
  - The specific MAA and non-MAA assignments or activities performed by the employee
    - Examples of activity code 1b include;
      - Responsible for preparation of materials for use in outreach presentations
      - Responsible for conducting or participating in outreach efforts at local community events, school sites, and other public venues
    - Examples of activity code 2b include;
      - Responsible to explain Medi-Cal eligibility rules and the eligibility process to prospective applicants
      - Responsible to assist individuals to complete a Medi-Cal eligibility application
    - Activity code 7b – only staff whose duty statement includes program planning, policy development and interagency

coordination may use this code. Examples of activity code 7b include;

- Responsible to develop strategies to assess or increase access for non-medical school programs
- Responsible to develop work groups/task forces of professionals to provide consultation and advice regarding family planning services to school populations
- Supervision received, and as appropriate, supervision exercised by the position

The duty statement must coincide with activities contained in the documentation identified by MCAH/OFP for TPP grantees and an exact copy must be made available upon request during a State and/or federal program audit.

The position description and duty statement may be consolidated in a single document. Supplementals and/or addendums to current descriptions and/or duty statements are not considered to be valid documents.